

# Virginia Wireless E-911 Services Board

## Project Management Monthly Activity Report

Vendor: L. Robert Kimball & Associates, Inc.  
 Region/Locality: Northern Neck / Middle Peninsula  
 Period: 29 June 02 - 26 July 02

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
<b>Active Tasks</b>					
PSAP / CPE Assessment	Region	20%	87.5	87.5	Initial surveys; 8 of 11 PSAPs
LEC / WSP Contact & Coordination	Region	10%	18	18	Initial coordination contacts & requests
PSAP Strategic Planning / Stakeholder Coordination	Region	5%	17	17	Regional Coordination Meeting/Plng
Project Status Reports to PSAPs	Region	2%	4	4	Report formats & initial data
True-Up Preparation Assistance	Region	1%	2	2	Initial data gathering
			128.5	128.5	
<b>Completed Tasks</b>					
			0	0	

Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments
Westmoreland Co. re-joined region in selection of Kimball as Project Management firm for Wireless support.	Submit change order request for the PO from the Wireless Board authorizing Phase 1 hours.	Request will be submitted week of 5 August 02.